

## Microsoft NT Network Setup

*Note : Remote dial-up setup and access is currently only available for the Windows 95 operating system.*

### Setting up NT Network Login

1. Make sure that the following Network components are installed :
  - i. Microsoft TCP/IP.
  - ii. Client for Microsoft Networks.
2. Right Click on Network Neighborhood, select Properties.
3. Click on the Identification tab to enter the following information :
  - i. Computer Name - in the format of NAP-AAA###, where AAA is the persons initials and ### is the last part of their IP number.
  - ii. Workgroup - CENAP
  - iii. Computer Description - Name of person and/or location if computer is vacant.
4. Click on the Access Control tab
5. Select the User Level Access radio button.
6. In the box below user level access enter in CENAD.
7. Click on the Identification tab, at this point you may be prompted that it cannot find the security provider, click on Yes, then select Windows NT Domain from the drop down list box which appears next, then click on OK. If you are not allowed to change to User-level access control, simply leave the Shared-level access control button checked. (This will correct itself the first time a user logs onto the NT Network.
8. Click on the Configuration tab.
9. Double Click on the Client for MS Networks
10. Check the box for Log on to Windows NT domain.
11. In the Windows NT Domain box, enter in : CENAD
12. Under the Network login options, click on the Logon and restore network connections.
13. Click on OK.
14. Next, double click on TCP/IP in the network components list.
15. Verify the following information :
  - Domain name - nap.usace.army.mil
  - Gateway - 155.78.###.10 (Where ### is the same as that part of their IP address.)
  - Domain Name Server (DNS) - 155.78.100.41
  - Primary WINS server - 155.78.100.120
  - Secondary WINS server - 155.78.100.122
16. For installation on the Network, make sure that Client for Microsoft Networks is selected as the primary login.
17. For installation on remote dial-up machines, make sure that Windows logon is selected as the primary network logon.

### Setting up NT Network Remote Login

1. Select Settings from the Menu.
2. Select Control Panel from the Settings Menu.
3. After Control Panel opens, Double Click on the Network Icon.
4. The Network Window will open up. You may or may not see a Dial-up adapter installed as well as other components.
5. **If you already have the Banyan Vines Network setup do NOT perform this step.** Remove all components **EXCEPT** the Dial-up adapter. This is by clicking on the component, and then clicking on the Remove button.
6. Once all of the items except the Dial-up adapter are removed, click on the **Add** button.
7. When the Add dialog box comes up, select Client, then click on the Add button.

8. Click on the Have a Disk button in the lower right corner of the window.
9. After this, click on the **Add** button again, select Protocol from the dialog box and click on OK.
10. From the list of Protocols, select Microsoft from the window on the left, and then select *TCP/IP* from the window on the right and click on OK.
11. From the main network window, if you wish to share folders and printer click on the File and Print Sharing button. If you do not want to share folders or printers proceed to the next step.
  - ♦ Check the 2 boxes on the dialog box that come up, then click on the OK button.
  - ♦ Next, click on the **Access Control** tab. Make sure that the Radio button **User Level Access Control** is selected
12. Next click on the **Identification** tab in the main networking window.
13. For **Computer Name**, use your initials and the word home, for example : Stephen P Heverin would be SPHHome.
14. Next for **Workgroup** specify CENAP.
15. **Computer Description** should be say Home and your name. (i.e. Home - Stephen Heverin)
16. Click OK.
17. Make sure that the *Windows Logon* is selected as the Primary Network Logon in the main Network window.

## Installing MS Exchange

### Install from Network :

1. First make sure that you have an MS Network account, and an MS Exchange Mailbox.
2. Start the Exchange Installation from one of the following locations :
  - Windows 95 Client
    - a. [NAPIM1] Shared Files @NAPIM1 h:\Install\Exchange
    - b. \\NAP01\Install\Exchange\Win95
  - Windows 3.1 Client
    - c. \\NAP01\Install\ExchangeWFW31
  - Windows NT Client
    - d. \\NAP01\Install\Exchange\WinNT
3. Follow the prompts in the setup program. You can choose the location of the installation. Typical installation should always be chosen.
4. Once finished the installation you will be prompted to restart windows. Click OK.
5. Once windows has restarted you can continue to setting up the Exchange Inbox.

### Install From disk

1. Get the Exchange setup disks (total of 7) from IM Helpdesk.
2. For remote dial-up setup, you do not have to be connected to the network for this portion of the setup.
3. Insert disk one in the floppy drive, and run setup from the disk.
4. Follow the same steps as in an installation from the network.

## Setting up your Exchange Mailbox

1. If you are using remote dial-up you must connect to the network for this portion of setup.
2. Once connected to the MS Network, right click on the Inbox icon on your Desktop.
3. Select Properties.
4. If Microsoft Exchange Server is not listed, Click on the Add button.
5. Select Microsoft Exchange Server

6. Also add Personal Address Book, and Personal Folders if they are not in the list.
7. You may also see Microsoft Fax installed, it does not have to be installed, but you can add it if you wish. It does not affect the Remote dial-up setup.
8. Next, once all these services are added, select Microsoft Exchange Server, and click on properties.
9. Under Microsoft Exchange Server, type in : NAPMAIL01
10. Under Mailbox, type in your First and Last Name. (i.e. Stephen Heverin)
11. Next, click on the Check Name button.
12. Once your name has been verified, you will see the Exchange server, and you name become underlined.
13. If you are connecting to the network from the office, make sure that the Connect with the Network radio button is selected under the When Starting box.
14. If you are connecting using Remote dial-up setup, click on the Work off-line and use dial-up networking radio button.
15. For Remote dial-up users, click on the Dial-up Networking tab, select the Dial-up using the following connection radio button. Then from the drop down list box, select the Philadelphia Network connection (Whatever you may have called it.)
16. When done, click on OK, then click on OK again ( or you can continue to setup other services if you wish.
17. You will be prompted to reboot your computer, do so. Remote dial-up users should make sure they disconnect before clicking OK to reboot the computer.
18. Exchange should now be properly configured. You should now be able to access your Inbox, as well as use Schedule+ (See Schedule+ section for setting up Schedule+ for the first time.)

#### Configuring MS Exchange / Schedule+ for Remote/ Network use

Note : Dial-up users should be connected the first time they run Schedule+ and Network users should be logged in to the network.

1. When you open Schedule+ for the first time you will be prompted what you want to do.
2. You should select to create a local copy of Schedule+. You will then be prompted for a filename for your Schedule+ file. This can be anything you want, choosing the default name is recommended.
3. Once Schedule+ is open, select Tools, then Options from the Schedule+ menu.
4. In the Options window, click on the Synchronize tab.
5. Check the "Always Synchronize upon exit" and the "Work Primarily from a local file".
6. Click OK.

When using Schedule+ between home and work, choose to always Synchronize Now when first opening your schedule to be sure you have the most up to date schedule

#### Setting up Internet Explorer for sending Internet E-mail

1. Start Internet Explorer
2. Select View from the Internet Explorer menu, then select Options.
3. In the Options window, click on the Programs tab.
4. Next to Mail, select Windows Messaging from the drop-down list box.
5. Click OK and you are done.

If you have any problems, comments or questions, please contact the IMO Helpdesk.

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